

16 January 1947

MEMORANDUM FOR: ASSISTANT DIRECTOR, SPECIAL OPERATIONS
ASSISTANT DIRECTOR, OFFICE OF OPERATIONS
ASSISTANT DIRECTOR, REPORTS AND ESTIMATES
ASSISTANT DIRECTOR, COLLECTION & DISSEMINATION
CHIEF, INTERDEPARTMENTAL STAFF
DIVISION CHIEFS, PERSONNEL AND ADMINISTRATION

SUBJECT: Legislative Liaison

1. Confirming the announcement of the Executive to the Director, it is desired that all legislative liaison for C.I.G. be concentrated in the Legislative Liaison Division of Personnel and Administration.
2. The following broad outline will govern the relations of individual members of C.I.G. divisions and offices with reference to legislative liaison:
 - (a) Routine calls received by any member of C.I.G. from Congressional offices will be referred to Mr. Walter L. Pforzheimer, Chief Legislative Liaison Division, P & A Branch, (Executive 6115, extension 735) for action. This action will include securing the necessary information from and coordination with interested offices in the preparation of reply furnished the Congressional office.
 - (b) Other than routine Congressional calls, such as calls from personal friends, will be handled in accordance with the recipient's knowledge of the caller and his probable reaction. When possible the call should be treated as provided for in paragraph 2 (a) above. When the appearance of personal attention is deemed necessary, the recipient should accept the request and promise a prompt reply. The recipient will then follow procedure outlined in paragraph 2 (a) above, except that the reply prepared by LLD will be supplied the recipient for transmission to the Congressional caller.
 - (c) Separate instructions have been issued dealing with personnel actions involving Congressional inquiry.
 - (d) Dissemination of C.I.G. intelligence material will be the responsibility of the Office of Collection and Dissemination after proper coordination with the Legislative and Liaison Division.

-2-

(a) Requests for Congressional material, except intelligence documents, will be channelled through LID.

(f) Routine Congressional mail will be routed to LID for action.

3. The above instructions are not to be construed as preventing the continuation of existing personal relationships with members of Congress, but does require the centralization of official relations in the LID, P & A.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


Executive for Personnel
and Administration

Executive to the Director:

(I concur or do not concur)

Advisor for Management :

(I concur or do not concur)

ICAPS

(I concur or do not concur)

OCH

(I concur or do not concur)

Col. E. K. Wright

X1A

Mr. Donald D. Edgar

Capt. C. E. Olsen

WHH:gf

cc:


Mr. Edward R. Saunders

25X1A

25X1A